

ORGANISATION X's alcohol and drugs policy for employees

(Example alcohol and drugs policy memo)

As an employer, **ORGANISATION X** wishes to improve the health, safety and wellbeing of all its employees. The organisation is committed to creating a climate of mutual respect and communication.

The alcohol and drugs policy is also underpinned by solid economic and safety reasoning. A sound alcohol and drugs policy can increase productivity: employees with alcohol or drug issues take more sick leave, have a greater risk of sustaining work related accidents and their performance levels are lower than those of the average employee.

The alcohol and drugs policy applies to everyone, regardless of position or function.

Objective

The alcohol and drugs policy seeks to provide clear agreements regarding the use of alcohol and drugs. The policy's aim is to prevent functional problems as a direct result of alcohol and drugs use and a desire to act appropriately whenever they arise.

Concrete

Rules have been set out regarding the use and availability of alcohol and drugs, including an intervention plan in the event of acute or chronic misuse. Assistance will also be optimised and appropriate information and guidance opportunities put in place.

Agreements regarding the availability of alcohol and drugs. *(Make achievable agreements based on the company's culture)*

ORGANISATION X will decide which forms of alcohol and drugs may be used at work:

- No employee is permitted to be under the influence of alcohol or any other drug at the start of any shift.
- No employee is permitted to use, supply others with or be in the possession of any alcohol and/or drugs at work (exceptions apply to alcohol for use as gifts for anniversaries, farewells, etc).
- Contracts with third parties or sub contractors will include a clause stipulating that alcohol/drugs must not be used, supplied or made available on *company name's* site. The consequence of violating such a clause will include termination of the contract.
- Medication use which (can) influence an employee's performance is only permitted if prescribed by a doctor *and* when this has been reported to the employee's line manager in the organisation prior to starting a shift. The line manager is required to give explicit permission, if necessary after consulting the company doctor, to perform any (adapted) activities.

Agreements regarding occasions when alcohol may be consumed
(Make achievable agreements based on the company's culture)

ORGANISATION X will decide on the selected occasions when alcohol may be used at work. There is a blanket zero tolerance in place regarding the use of drugs.

- In exceptional circumstances and upon request, and at the discretion of the management, the rules may be relaxed to celebrate for example a company festivity.
- The procedure for applying for a relaxation of the rules: The head of the department must request permission in writing to the personnel department who, after consultation with the management, may give formal permission.
- Festivities can only take place outside working hours.
- Sanctions will apply to any failure to follow these rules.

Procedure in the event of acute alcohol and drug misuse *(Make achievable agreements based on the company's culture)*

ORGANISATION X will decide the procedure to be followed in the event of alcohol and/or drugs use:

- Capacity to work or otherwise will be determined by the line manager.
- In the event of possible alcohol use and the employee denies this, a test can be offered with which the employee can prove his innocence.
- If an employee refuses or interferes with the test, for safety reasons the line manager will assume for the time being that alcohol has been consumed.
- In view of safety, the employee can be dismissed from the work floor immediately.
- The line manager is responsible for the safe transfer of the employee to his home. This will be by taxi, at the employer's expense.
- After the incident, a meeting between line manager and the individual involved will take place to recognise the one-off occasion by forfeiting a day's leave entitlement.
- A written report of the incident to include the planned agreements will be made and signed (following a basic report). This written report will be destroyed after three years if during this time no repeat of the circumstances has taken place.
- If this turns out to be more than a one-off incident, the procedure for repeated alcohol and drug misuse can be followed.
- In the event of repeated incidents, the resulting sanctions will increase with each violation.

Procedure in the event of repeated alcohol and drugs misuse

- The line manager will establish an employee's inability to function properly.
- The employee will be confronted with his inability to function properly on the basis of concrete, objective, verifiable facts.
- The employee must contact the confidant/external prevention consultant psychologist and the company doctor (see attachment for contact persons).
- A supervision plan will be drawn up in consultation with the confidant/external prevention consultant psychologist and the company doctor.
- The obligation to cooperate will be recorded in a contract.

- If agreements are not adhered to or if there is no evidence of improvement, sanctions may follow.

Guidance

The employer is obliged to supply a suitable offer of information and guidance.

Sanctions

Any sanction enforced by the employer will be in ratio to the violation and in accordance with the general current procedures. This can include: a reprimand; a written warning; a written notice of default; dismissal for misconduct.

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